

Group Membership

The **Group Membership** screen allows you to create and join groups with other educators. Educators who belong to the same educator group can collaborate on activities and share resources in the group’s library. A single group can consist of School Educators and Administrative Educators from multiple schools and LEAs.

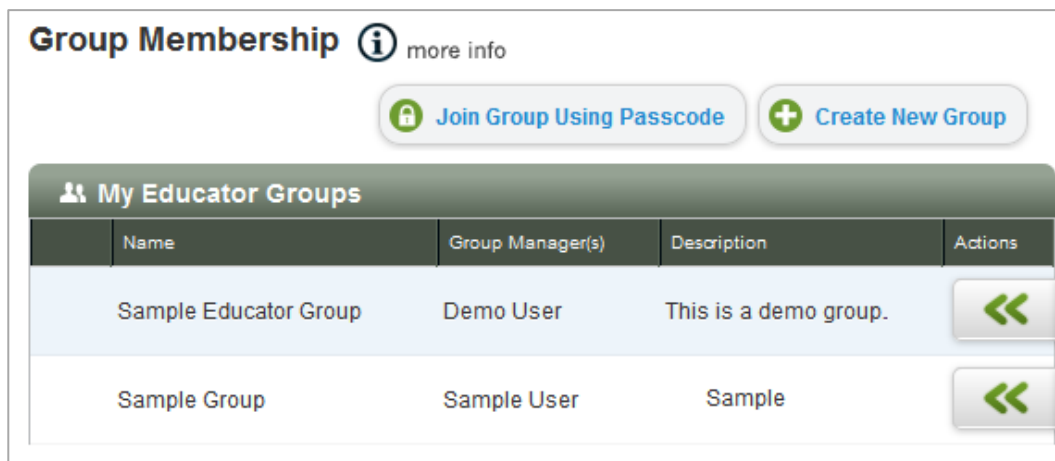


Alert: Educator groups can only share activities and resources. **They cannot share assignments.** If you add a resource from an educator group to an assignment, it will function just like a regular assignment.

There are three roles available to users in an educator group:

- **Manager:** Managers can view, create, and assign group resources and activities, as well as manage membership. You automatically become manager of groups you create, but a single group may have multiple managers.
- **Contributor:** Contributors can create and assign group resources and activities. Contributors cannot manage group membership.
- **Member:** Members can only view and assign the group’s resources and activities. They cannot manage group membership.

Figure 201. Group Membership Screen



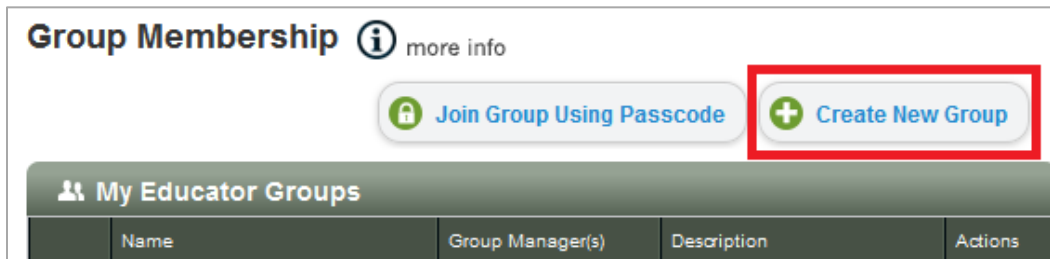
The My Educator Groups table on the **Group Membership** screen displays the name, manager(s), description, and Actions toolbar for each educator group you created, joined, or were invited to join.

Creating a New Group

You can create a new educator group and invite other educators to join it. You can invite educators directly by entering their email addresses, or you can enable open admission, allowing educators to join the group at their own leisure.

To create a new educator group:

Figure 202. Create New Group



1. Above the My Educator Groups table, click **[Create New Group]**. The **Group Details** screen opens.

2. In the *Group Name* field, enter a unique name for the group.

3. In the *Description* field, enter a brief description of the group.

4. Click **[Save]** in the bottom right corner of the screen. You can now manage group membership.

Figure 203. Group Details

The screenshot shows the 'Group Details' form. It has two main sections: 'Group Name' and 'Description'. The 'Group Name' field contains the text 'New Group'. The 'Description' field contains the placeholder text 'Insert a description of this group.' Both input fields are enclosed in a red rectangular box.

Figure 204. Enable Open Admission

The screenshot shows the 'Members' page. At the top, there's a section titled 'Members' with a checkbox labeled 'Enable Open Admission (Share Group Passcode)' which is checked. Below this are three fields: 'Group URL' with the value 'http://localhost/Navigator/passcode=BF43A7AA', 'Group Passcode' with the value 'BF43A7AA', and 'Password' which is empty. These three fields are enclosed in a red rectangular box. Below the fields is an 'Add New Member' button. At the bottom is a table with columns: First Name, Last Name, Email, and two empty columns.

5. If you wish to enable open admission, mark the *Enable Open Admission (Share Group Passcode)* checkbox. When you enable open admission, any educator can join the group by entering the appropriate group details. For more information, see the section [Joining a Group Using the Passcode](#).

- Copy the link in the *Group URL* field or the code in the *Group Passcode* field and share it with educators you wish to invite. Educators can use either of these values to join the group.
- Optional:* If you wish to make the group password-protected, enter a password in the *Password* field. Be sure to share this password with the educators you wish to invite.

Figure 205. Add New Member

The screenshot shows a table with columns: First Name, Last Name, Email, and two empty columns. The first row contains the text 'Demo', 'User', and 'edavis@air.org'. To the right of the table is a 'Manager' dropdown menu and a green 'x' icon. In the top right corner, a red rectangle highlights a button with a green plus icon and the text 'Add New Member'.

6. If you wish to invite educators directly, click **[Add New Member]**. The **Add Members** screen opens.

- a. In the *Add Member* field, enter the email address of the educator you wish to invite. To invite multiple educators, enter multiple email addresses separated by commas (see [Figure 206](#)).

Figure 206. Add Members Screen

The screenshot shows a dialog box titled 'Add Member'. It contains a text input field with the value 'sample@air.org,demo@air.org,test@air.org'. Below the input field are two buttons: 'Cancel' with a green 'x' icon and 'Add' with a green checkmark icon.

- b. When you are finished, click **[Add]**. Invited educators receive an invitation notification when they access SAGE Formative. Added educators appear on the Group Details table, unless they decline the invitation.



Notes:

- The email address you enter in the *Add Member* field must be the same email address the educator uses to log in to SAGE Formative.
- Users do not need to enter a passcode when they are added to the group via email.

Figure 207. Saving Changes

The screenshot shows a table with columns: First Name, Last Name, Email, and two empty columns. The first row contains the text 'Demo', 'User', and 'User@air.org'. To the right of the table is a 'Manager' dropdown menu and a green 'x' icon. Below the table are two buttons: 'Cancel' with a green 'x' icon and 'Save' with a green checkmark icon.

7. To save changes, click **[Save]** in the bottom right corner of the **Group Details** screen. To cancel without saving your changes, click **[Cancel]**.

Educator Group Libraries

Figure 208. Browse Resources Screen: Educator Group Library



Each educator group has an associated library containing shared resources. When you belong to an educator group, the library for that group is available in the **Browse Resources** search panel. You can filter search results to display a group's shared resources. For more information on libraries, see the [Library Options](#) section.

- Managers and contributors can create activities in the group's shared Activities table on the **Activity Builder** screen and publish them as resources to the group's shared library. For more information on creating activities, see the [Collaborating on Shared Activities and Stimuli](#) section.
 - When creating resources, you can select the group's shared library on the **Create New Resource** screen. For more information on creating resources, see the [Creating a New Resource](#) section.



Alert: Educator groups can share activities and resources only. **They cannot share assignments.**

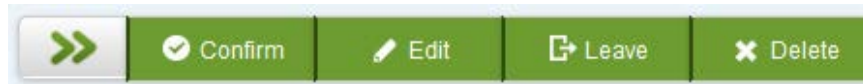


Note: You can also use the Group Membership screen to "back up" your original materials in case you ever have to change your email address and lose access to your account. For a checklist on how to do this, see [Appendix E](#).

Managing Educator Groups

You can manage educator groups using the Actions toolbar in the My Educator Groups table. The actions available in this toolbar depend on your group role and invitation status.

Figure 209. Actions Toolbar

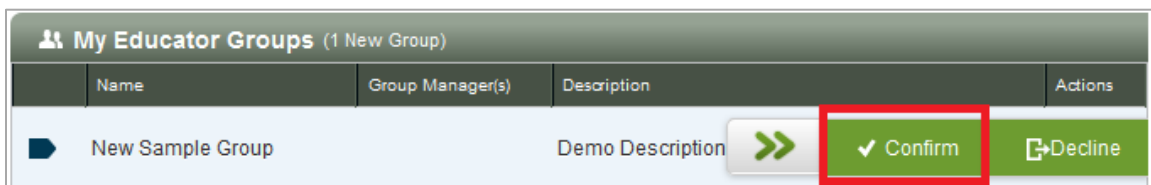



- Managers can edit, leave, and delete a group.
- Contributors and members can leave a group.
- Any educator can confirm or decline a group invitation.

Joining a Group by Invitation

When an educator adds you to a group, that group displays in the My Educator Groups table with an invitation icon next to the name. You can use the Actions toolbar to accept or decline the group invitation.

Figure 210. Confirming an Invitation

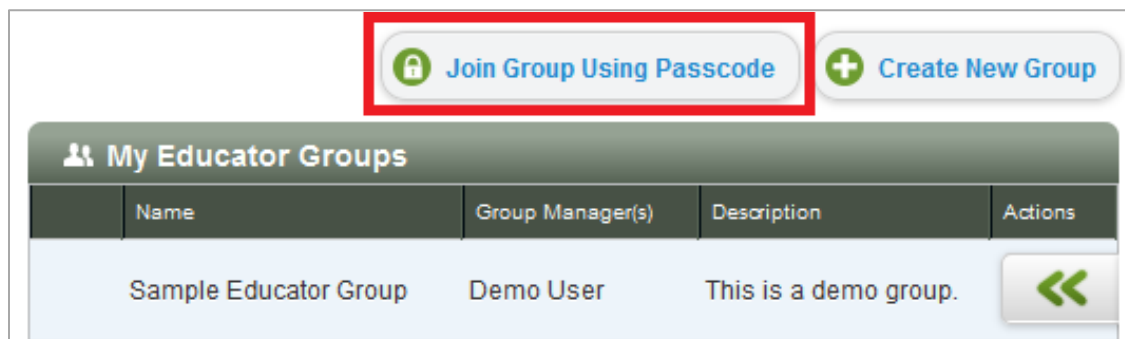


1. On the My Educator Groups table, click [- To accept the invitation, click [**Confirm**]. The invitation icon no longer appears in the table.
- To decline the invitation, click [**Decline**]. The group no longer appears in the table. *Note: The group manager is not notified when you decline a group invitation.*

Joining a Group Using the Passcode

When another educator creates a group with open admission enabled, you can join the group manually if you know the Group Passcode (and the password, if necessary).

Figure 211. Join Group via URL



1. Click [**Join Group Using Passcode**] above the My Educator Groups table. The **Join Group** screen opens.
Note: If the group manager sent you the Group URL link, you can click the link to access this screen directly.

2. In the *Group Passcode* field, enter the Group Passcode or the URL. *Note: If you access this screen by clicking the Group URL link, this field automatically populates with the passcode.*
 - a. If the group is password-protected, enter the password in the *Password* field. You should get this information from the group's manager.
3. Click [**Join**]. The group is added to the My Educator Groups table.

Figure 212. Join Group Screen

The 'Join Group' screen contains two input fields: 'Group Passcode:' with the placeholder 'Enter the Group Passcode here' and 'Password:' with the placeholder 'Enter the password here, if required'. Below these fields are two buttons: 'Cancel' with a green 'X' icon and 'Join' with a green checkmark icon. Red boxes highlight the input fields and the 'Join' button.

Editing a Group

Group managers can edit a group's information.

Figure 213. Edit Group

My Educator Groups				
Name	Group Manager(s)	Description	Actions	
Sample Educator Group	Demo User		>> Edit Leave Delete	

1. Expand the Actions toolbar for a group in the My Educator Groups table and click [**Edit**]. The **Group Details** screen opens.

Figure 214. Edit Group Details

The 'Group Details' screen has a sidebar on the left with three sections: 'Group Name', 'Description', and 'Members', each with a red box around it. The main area contains:

- A text field for 'Group Name' with the value 'Sample Educator Group'.
- A text area for 'Description' with the text 'This is a demo group.'
- A checkbox labeled 'Enable Open Admission (Share Group Passcode)' which is checked.
- A 'Group URL:' label followed by a text field containing 'http://localhost/Navigator/passcode=BF43A7AA'.
- A 'Group Passcode:' label followed by a text field containing 'BF43A7AA'.
- A 'Password:' label followed by a text field containing 'password'.
- An 'Add New Member' button with a green plus icon.

2. On the **Group Details** screen, you can edit any group information, including the group name, description, and membership. You can also enable or disable open admission.

Figure 215. Edit Group Membership

First Name	Last Name	Email	
Demo	User	demo@air.org	<div> Manager </div>
StateUserFName	StateUserLName	stateUser1@air.org	<div> Member </div>
TeacherUserFName	TeacherUserLName	teacheruser4@air.org	<div> Contributor </div>

3. The table on this screen displays the group educators' names, email addresses, and roles. To change an educator's role in the group, select a different option from the drop-down list in the fourth column.
4. To remove an educator from the group, click [X] in that educator's row. The educator no longer appears in the table and cannot use the group's shared library.
5. To save changes, click [Save]. To cancel without saving your changes, click [Cancel].

Leaving a Group

Educators with a member or contributor role in a group can leave that group whenever they wish. Educators with a manager role can only leave the group if there is another educator in the group with a manager role.

Figure 216. Leaving a Group

My Educator Groups				
Name	Group Manager(s)	Description	Actions	
Sample Educator Group	Demo User		<div> >> </div>	<div> Edit </div> <div> Leave </div> <div> Delete </div>

1. To leave a group, expand the Actions toolbar for a group in the My Educator Groups table and click [Leave]. The group is removed from the My Educator Groups table. You can no longer use the group's shared activities or resources.

Deleting a Group

Only group managers can delete a group.

Figure 217. Deleting a Group

My Educator Groups				
Name	Group Manager(s)	Description	Actions	
Sample Educator Group	Demo User		<div> >> </div>	<div> Edit </div> <div> Leave </div> <div> Delete </div>

1. To delete a group, expand the Actions toolbar for a group in the My Educator Groups table and click [Delete]. The group is removed from the table. Educators can no longer join this group, access its shared resources and activities, or publish to its library.